Minutes for the
University Assessment Committee Meeting
Wednesday, July 28th, 2010, 10:00-11:00 a.m.
Conference Room, Second floor, Olin Physical Sciences Building

In attendance: Monica Baloga (Chair), Guy Bruce, Ken Crooks, Brian Ehrlich (conference call), Veronica Giguere, Ted Richardson, Tim Rosser, Matt Ruane (conference call), Andy Stanfield, Manolis Tomadakis, Richard Turner, Alex Vamosi, Leslie Savoie (guest)

Absent: Pierre Larochelle, Rodd Newcombe, Hamid Rassoul

I. July 7th meeting minutes approval (9 approved, 1 abstained); DRC Responsibilities approval (10 approved)

II. Introduce new member, Andy Stanfield, Director of Center for Teaching and Learning Excellence; talk about Workshop options

The Chair explained that the Office of the Provost, under the direction of Senior Vice Provost Ray Bonhomme, is creating an assessment program for the administrative and academic support units. Although Andy was on the list of potential members for this new committee, it was determined he would better serve the UAC, considering that his office sponsors assessment workshops on campus. After introductions, Andy explained that his office sponsors three different tracks of workshops: Pedagogy, ANGEL, & Supplemental Technologies. The Pedagogy track focuses on improving both teaching skills and the design of instruction. The ANGEL track covers both basic and advanced features, while the Supplemental Technologies track focuses on incorporating other instructional media into your courses, such as Camtasia Relay, Student Response clickers, and other technologies. Note: upon introduction as part of the UAC, Andy became a voting member. His vote is counted in the items passed below.

III. Update on WEAVEonline and Assistant Assessment Administrator position

The web-based assessment management system has been purchased. We are currently waiting to fill the Assistant Assessment Administrator position to move forward with it since this person will administrate this program. The ad for this position became active on Friday, July 23rd.

IV. Program Exemptions for fall
    a. Interdisciplinary Science (BS, MS) – Because the BS degrees have no core courses, it has been difficult to develop PLOs for assessment. The Physics Department has asked for exemptions for the fall so they can research assessment tactics used by other institutions that offer this type of degree. Also since the MS degree was just recently approved by Grad Council this April, they asked for exemption for the fall. Nine UAC members were in favor of granting the exemptions for these programs and two members abstained, thus they are approved.
    b. Construction Management (BS) – This degree program used to reside in the Department of Civil Engineering and contained several CVE courses. The CoE has recently decided to move this program into its own area, and the curriculum will be modified upon UGCC approval of

courses. Although the AC for this program has completed some course and curriculum mapping, CoE UAC members are asking for exemption for the fall until the curriculum is approved by UGCC. The committee unanimously voted in favor, and the exemption was approved.

c. Systems Engineering (PhD) – The curriculum for this degree program was just approved by Grad Council in the late spring of 2010. CoE UAC members were asking for exemptions for the fall as they continue to develop the program. The committee unanimously voted in favor, and the exemption was approved.

At this time, Alex Vamosi informed the committee that the BS and AA degree programs in CIS may be moving from CoB to CoE. If this occurs, they might be brought up for exemption status as well.

V. Discussion (cont'd) - Policies and Procedures
   a. UAC: Responsibilities
   Because both the 5th and 6th bulleted items on the list asked for the same information (i.e. our Assessment Coordinators make up the Divisional Review Committees for each division), Richard Turner asked that the 5th bulleted item be removed from the list (see attached Appendix). Also, the Chair indicated a few additional changes from the UCF model, such as removal of all references to OEAS (a UCF office). Others are: bulleted item #3, changed "IE" to "academic"; and last bulleted item (in both lists), changed "OEAS" to "Director of CTLE and the Assistant Assessment Administrator." The present members voted unanimously in favor of these responsibilities.
   b. The Assessment Process: Evidence and Additional Expectations
      i. Assessment Evaluation Rubric
      The Chair opened the floor for discussion of the Assessment Evaluation Rubric after adding that she forgot to credit the document's origin to Texas A&M University. Richard Turner indicated that it was unnecessary to include the term "Achievement Targets" in the 1st block on page 2 because it has a section of its own on page 3. Also the Chair mentioned that she still was not sure of what "analysis questions" referred to in the 3rd block on page 3. She will search the Texas A&M website for additional information on that. She proposed that, for now, the DRCs could use the rubric up to and including Achievement Targets, since there is a more immediate need to use these for evaluating current assessment plans. Another UAC member asked about checking the Exemplary status for each category. As an example, if a section of a plan meets 70% of the Exemplary criteria, do you mark it as Exemplary? The Chair indicated that decision should be left up to the DRCs, but stated that they also include persuasive narrative to explain why any section of the plan is given that grade. A general caution was given about assigning that status carelessly.
      ii. The Assessment Cycle
      Because the meeting was coming to a close, the Chair asked the members to consider the Assessment Cycle document in terms of how it would work for their respective colleges or programs. This will be an item of discussion at our next meeting.

VI. **Action Items for fall:**
   a. **Meet regularly with DRC:**

         i. To establish internal deadlines for review of assessment items (Curriculum Maps, Assessment Maps, measures and achievement targets). The final review report is due to the UAC by December 3rd, 2010.

         ii. To review assessment items in preparation for the final report to the UAC.

Note: After some consideration, the CoA Assessment Coordinators decided to join the CoE Divisional Review Committee.

VII.   Next meeting: Because of conflicts during the usual Wednesday, 10-11 a.m. time slot, the Chair will send out a Doodle Scheduler to determine the best time to meet this semester. It was determined that our first meeting of the fall semester will be the week after the final Curriculum Maps are due on August 27th.

Appendix: UAC Responsibilities

From UCF Handbook:

Each UAC member performs the following duties:
• serves as chair of a divisional review committee; organizes the DRC reviews of assessment results and assessment plans;
• apprises the college dean or appropriate vice president of issues and updates related to the continuous quality improvement process;
• provides assistance and guidance to the unit and department heads on the IE assessment policies and procedures;
• provides timely communication of all UAC mandates, instructions, and deadlines to assessment coordinators and others as appropriate;
• maintains a current list of assessment coordinators in the colleges and divisions and updates this with OEAS each fall or whenever changes are made;
• maintains a current list of divisional review committee members in the colleges and divisions and updates this with OEAS each fall or whenever changes are made;
• establishes internal submission deadlines for initial and final submissions of assessment results reports and plans;
• reports the DRC consensus reviews to the UAC at the close of the assessment cycle;
• serves as the liaison for any unit or program in his/r her college or division that requires assistance in the development of plans, analysis of collected data, documentation of assessment results, and navigation of the UCF assessment Web site. (If necessary, the UAC representative will call upon OEAS for additional assistance.)
• works with the OEAS to coordinate training for assessment coordinators and other appropriate groups.

For Florida Tech Handbook:

University Assessment Committee Members Duties

- serves as chair or co-chair of a Divisional Review Committee; organizes the DRC reviews of assessment results and assessment plans;
- apprises the college dean or appropriate vice president of issues and updates related to the continuous quality improvement process;
- provides assistance and guidance to the unit and department heads on the academic assessment policies and procedures;
- provides timely communication of all UAC mandates, instructions, and deadlines to Assessment Coordinators and others as appropriate;
- maintains a current list of Divisional Review Committee members in the colleges and divisions and updates this with UAC Chair each fall or whenever changes are made;
- establishes internal submission deadlines for initial and final submissions of assessment results reports and plans;
- reports the DRC consensus reviews to the UAC at the close of the assessment cycle;

- serves as the liaison for any unit or program in his or her college or division that requires assistance in the development of plans, analysis of collected data, documentation of assessment results, and navigation of the web-based assessment management system;
- works with Director of CTLE and the Assistant Assessment Administrator to coordinate training for Assessment Coordinators and other appropriate groups.